

**Lebanon Board of Finance  
Minutes of June 11, 2009  
Regular Meeting**

Members Present: Liz Charron, Glenn Coutu, Linda Finelli, Gregg Lafontaine, Betsy Petrie, Lori Wesolowski, Chuck Haralson (alt.), Phil Johnson(alt.), Albert Vertefeuille(alt.)

**Item A. Call to Order**

The meeting was called to order at 7:30 by Liz Charron, Chairman.

**Item B. Minutes of Previous Meetings**

L. Finelli moved to accept the May 14, 2009 Special Meeting minutes. Motion seconded by L. Wesolowski. Motion passes with 4 ayes and 2 abstentions, B. Petrie and G. Coutu.

L. Finelli moved to accept the May 14, 2009 Regular Meeting Minutes. Motion seconded by L. Wesolowski. Motion passes with 4 ayes and 2 abstentions, B. Petrie and G. Coutu.

**Item C. Correspondence**

Correspondence received included a memo from CCM regarding information about separate budget referendums, a letter from the assessor, Claire Foltz, and an email containing information on the completed grand list. All correspondence will be discussed under new or other business.

G. Coutu moved to take up Item F.1 under New Business. Motion was seconded by L. Finelli. Motion passes unanimously.

**Item F. New Business**

1. Consider and act on setting the 2009-10 mil rate.

The Assessor has provided a final number for the town's grand list and there have been no changes to anticipated revenues.

B. Petrie moved to set the mil rate at 21.3 mils for the 2009-10 fiscal year. Motion seconded by G. Lafontaine. Motion passes unanimously. An explanation on how the board arrived at the 21.3 mil rate will be posted on the website.

(resume agenda)

**Item D. Monthly Expenditures/Revenues/Payment of Bills**

Revenues: As of May 31, 2009, tax collection is at 97½ %. Education Cost Sharing appears to be below budget by \$87,555 after receiving a final check on May 1<sup>st</sup>. T. Valone will verify the current status on this with M. Leichter and report back to the Board. Transportation revenues are \$18,622 below budget. School tuition invoices totaling \$422,000 were mailed out, of which \$345,167 has been received as of last week. Building revenues have shown a recent increase however will still be under budget by \$9,431. Town clerk fees and conveyances are \$48,000 below budget for the year.

(P. Johnson arrived at 7:54 pm)

Expenses: Insurance is over budget by \$4,182. Premiums for the final quarter of the fiscal year have been paid. Snow removal is over budget by \$9,020.

T. Valone handed out an update to the Town Capital Reserve and Annual Capital Expense funds. The board will review again mid-year to see what projects have been completed and devise a list of remaining funds that can be reallocated in the future.

#### **E. Old Business**

1. Consider and act on separate referendum votes for the budgets for General Town Government and Board of Education.  
Information obtained from CCM was discussed. More information needs to be obtained to see the experience of towns that currently have separate referendum votes. The matter will be put on next month's agenda.
2. Update on new procedures for accounting for and tracking transfers approved at town meetings.  
T. Valone is working on a document to track the transfers. L. Wesolowski will share the information she has gathered from meeting minutes for the current fiscal year to complete the process.
3. Update on communication to budget areas with final budgets for 2009-10 FY and request for revised line item budgets to be submitted by July 1, 2009.  
Letters have been sent to all departments on May 26, 2009 asking for a response by June 26, 2009. Detailed information should be available for review by July 1, 2009.
4. Status of procedures manual for the Finance Office.  
The procedures manual is almost complete in draft form and will be compiled and provided to the Board of Finance for review.

#### **F. New Business**

2. Review of Highway Road and Bridge Plan fund in Capital Reserve.  
Currently the Highway Road and Bridge fund shows a negative balance but \$92,000 reimbursement is expected from the local bridge program for the work done on Hoxie Road. There is also \$150,000 expected from LOCIP. The pipe on Tobacco St. will be replaced when these funds are received.
3. Discuss & Act upon request to rebuild the Tobacco Street Bridge as part of the Federal Bridge Program utilizing Stimulus Funds.  
The estimated cost to rebuild the bridge is \$763,000. The federal funds will pay for oversight and construction but will not pay for engineering design which they estimate at 10% or \$76,000. The Board's recommendation was to use reimbursed funds from Highway Road Plan to meet the engineering costs and delay the start of the Leonard Bridge Road project. No action was taken at this time; the matter will be added to next month's agenda.

#### **Item G. Other**

L. Finelli moved to add to the agenda Invoice No. TN200252, dated May 18, 2009, from the State of Connecticut Department of Transportation for the Goshen Hill Road Bridge. G. Lafontaine seconded the motion. Motion passed unanimously.  
G. Coutu moved to pay the invoice in the amount of \$1,541.88 from fund balance. Motion seconded by G. Lafontaine. Motion passes unanimously.

G. Lafontaine moved to add to the agenda to discuss and act on the library asbestos and mold abatement project. Motion seconded by L. Finelli. Motion passes unanimously.

G. Coutu moved to request that the Board of Selectman obtain bids on the abatement and mold project at the library and requested that the funds come from fund balance. Motion seconded by B. Petrie. Motion passes unanimously.

G. Lafontaine moved to add to the agenda discussion of the letter dated June 9, 2009 from Claire Foltz, Assessor. Motion seconded by L. Finelli. Motion passes unanimously.

L. Charron, Chairman, presented a draft letter in response to C. Foltz's letter. After discussion, the letter was approved by the board and will be sent with a copy going to First Selectman Joyce Okonuk.

(P. Johnson left the meeting at 9:24 pm)

G. Coutu moved to add to the agenda a discussion of Public Works. Motion seconded by L. Wesolowski. Motion passes unanimously.

Tom Conley was present to discuss the funding of capital items according to the capital plan, specifically the purchase of a new plow truck. L. Finelli moved to request the Board of Selectman to call a special town meeting for the purpose of releasing \$115,625 from Capital Reserve Fund Acct. 6306 for the purchase of a new plow truck. Motion seconded by G. Lafontaine. Motion passes unanimously.

T. Conley also informed the Board that Public Works will need to replace two plow trucks and a payloader in the 2010-11 FY if it is to be on target with the town's capital plan. The option of bonding was discussed as a way to fund highway paving and capital items in Public Works.

G. Lafontaine moved to adjourn the meeting. Motion seconded by B. Petrie. Motion passes unanimously. The meeting was adjourned at 9:50.

Respectfully submitted,

Diana Drake  
Recording Secretary